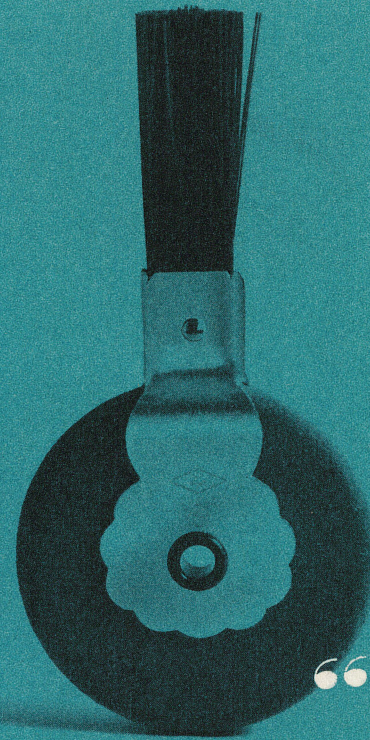




“how to spell it”

introduction...

Nothing detracts more from the effectiveness of your correspondence than a word improperly spelled or divided. But even the best of us occasionally makes a slip in spelling or syllabizing a particularly troublesome word.

This "*How To Spell It*" booklet is a handy dictionary of 500 much used and much abused words. Keep it in your desk . . . and refer to it often. Very soon you'll be happy to notice misspellings and incorrect word divisions disappearing from your typing. What a pleasure it will be to know that every word you type is absolutely *right!*

*spelling and typewriting syllabication of the **500**
most troublesome everyday words*



ab-rupt
ab-sorb-ent
ab-sorp-tion
abun-dance
ac-cede
ac-cel-er-ate
ac-cept-a-ble
ac-ces-si-ble
ac-ces-sory

ac-ci-den-tally
ac-com-mo-date
ac-com-mo-da-tion
ac-com-pa-ny-ing
ac-cu-mu-late
achieve-ment
ac-knowl-edg-ment
ac-quaint-ance
ac-qui-esce
ac-quire
ac-quit-tal
a-cross
ad-journ-ment
ad-mis-si-ble
ad-mit-tance
ad-van-ta-geous

ad-ver-tise-ment
af-fect (verb—to influence)
af-fil-i-ate
ag-gres-sive
air-plane
align-ment
all right
al-lege
al-lot-ment
al-lot-ted
al-ready
alu-mi-num
amend-ment
a-nal-y-sis
ana-lyze
an-ec-dote

apos-tro-phe
ap-pa-ra-tus
ap-par-ent
ap-pear-ance
ap-point-ment
ap-pro-pri-ate
ar-chi-tect
ar-range-ment
as-phalt
as-sign-ment
as-sist-ance
as-ter-isk
ath-let-ics
at-tend-ance
at-tor-neys
auc-tion-eer

au-di-ble
au-thor-i-ty
aux-il-iary



bach-e-lor
bal-lot
bank-ruptcy
ban-quet

bar-ba-rous
bas-i-cal-ly
bat-tal-ion
bat-tery
be-hav-ior
be-liev-able
bene-fi-cial
bene-fited
bi-cy-cle
bound-a-ry
bril-liant
bro-chure
budget
bul-le-tin
bu-reaus
busi-ness



cal-en-dar
cam-paign
can-celed
can-cel-la-tion
can-di-date
can-vas (noun)
can-vass (verb)
ca-reer
care-ful

cash-ier
ceil-ing
cem-e-ter-y
cen-sus
change-able
char-ac-ter
cli-en-tele
col-lat-eral
col-lege
co-los-sal
com-mit-ment
com-mit-tee
com-peti-tor
con-cede
con-ceiv-a-ble
con-demn

con-fi-dent
con-science
con-sci-en-tious
con-scious
con-secu-tively
con-spicu-ous
con-tin-u-ous
con-trib-ute
con-trol
con-trol-ling
con-tro-versy
con-ven-ience
cor-re-spond-ent
coun-cil (an assembly)
coun-sel (noun—advice;
verb—to give advice)
criti-cism

criti-cize
cu-ri-ous
cyl-in-der



de-ceive
de-ci-sion
de-fend-ant
de-ferred
de-fi-cient

defi-cit
defi-nite
dele-gate
de-lin-quent
de-pend-ent
de-scribe
de-scrip-tion
de-sir-a-bil-ity
de-velop
de-vel-op-ment
di-ag-no-sis
dif-fer-ent
dis-ap-pear
dis-ap-point
dis-burse-ment
dis-crep-ancy

dis-sat-is-fied
dis-tinct
di-vine
domi-nance



ec-stasy
ef-fect (verb—to bring to pass;
noun—result)
ef-fi-cient
eli-gi-ble
elimi-nate

em-bar-rass
emi-nent
en-cy-clo-pe-dia
en-dorse-ment
en-ter-prise
en-velop (verb)
en-vel-op-ment
en-vi-ron-ment
e-quipped
er-ro-ne-ous
es-pe-cial-ly
evi-dently
ex-ag-ger-ate
ex-ceed
ex-cel-lent
ex-haust
ex-hi-bi-tion

ex-ist-ence
ex-pe-ri-ence
ex-or-bi-tant
ex-pla-na-tion
ex-tem-po-ra-ne-ous
ex-ten-sion
ex-traor-di-nary



fac-sim-ile

fal-la-cy
fa-mil-iar
fas-ci-nate
fea-si-ble
Feb-ru-ary
fi-nal-ly
fi-nan-cial-ly
flex-i-ble
flu-o-res-cent
for-ci-ble
for-eign
forth-right
forty
fran-chise
ful-fill
fun-da-men-tal



gauge
gen-u-ine
ges-ture
gi-gan-tic
gaw-ing
gor-geous
gov-ern-ment
gov-er-nor

gram-mar
gra-tu-ity
gro-cery
grudge
guar-an-tee
guid-ance



hand-ker-chief
hand-some
hap-haz-ard

heart-rending
heav-ily
hec-tic
height
hin-drance
homely
ho-mo-gen-ize
hy-giene



il-le-gal

il-legi-ble
il-lit-er-ate
im-ag-me
imi-ta-tion
im-me-di-ately
im-mi-grant
in-au-gu-rate
in-ci-den-tally
in-del-i-ble
in-de-pend-ence
in-dis-pen-sa-ble
in-flam-ma-ble
in-hab-it-ant
in-stal-la-tion

in-te-grate
in-ter-cede
in-ter-est
in-ter-fere
in-ter-fered
in-ter-pre-ta-tion
in-ter-rupt
ir-rele-vant
ir-re-sisti-ble
ir-revo-ca-ble
is-suing
its (possessive)
it's (contraction)

*only
Remington®
makes
every type
of
typewriter*

(There's one made especially
to meet your specific need)



The new REMINGTON® Electric Typewriter—for precision performance beyond anything you've ever come to expect of a typewriter!

The keyword is precision! This superb all-purpose typewriter brings you 25—yes, 25—features for precision performance. These are built-in quality features that make this Remington the ONE electric typewriter absolutely unbeatable for all-round maneuverability and dependability.

Brand new features such as the Impression Monitor and the Platen Position Indicator give you precise control over your typewriter at all times. And not that only Remington offers you such a precision feature as the 88 Impression Regulators—an individual pressure control for each and every one of the 88 characters on the keyboard! You'll also appreciate clean, crisp styling that's sure to beautify any office.

The keyword is precision! But you'll choose this precision instrument for beauty and economy and versatility as well. See it today at your nearest Remington Rand dealer's!



The New REMINGTON STANDARD® Typewriter Look to this worthy Standard... for built-in typing precision! And for clean-cut beauty as well. Those sweeping surfaces are made of Cyclac*, the durable new compound used for color telephones. Unsurpassed for long life! And a dozen brand new convenience features neatly spell out the words TYPING COMFORT, EASE and ACCURACY for you. It's the Standard Typewriter that sets a whole new standard for fast, easy typing!

*Registered trademark of Borg-Warner



The Remington NOISELESS® Typewriter It whispers while it works! This quiet-spoken Remington is proved by test to cause 85% less typing noise than the average typewriter. How so? It's the only NOISELESS that employs the printing-press principle—the typebars gently p-r-e-s-s and c-a-r-e-s-s the typing paper. The resulting printwork is so crisp and clean it remarkably resembles actual printing.



jeop-ard-ize
jew-elry
jour-ney
judg-ment
jus-ti-fi-able
jus-ti-fied



khaki
ki-mono
knowl-edge



la-bel-ing
labo-ra-tory
lac-quer
led (past of lead)
ledger
le-giti-mate
lei-sure

li-ai-son
li-brary
li-cense
lien
lik-able
lis-ten
live-li-hood
lone-li-ness
loose (adj. — free)
lose (verb)
lovely
lux-u-ry

mag-nif-i-cent
main-te-nance
man-age-able
man-age-ment
ma-neu-ver
man-ual
manu-fac-turer
manu-script
mathe-mat-ics
me-di-ocre

mile-age
mis-cel-la-ne-ous
mis-spell
mod-ern
mo-rale
mort-gage
mov-able
mur-mur

nec-es-sary

ne-ces-sity
nickel
niece
nine-teenth
ninety
ninth
no-tice-able
now-a-days
nui-sance

oblige

oc-ca-sion
oc-ca-sion-ally
oc-curred
oc-cur-rence
omis-sion
omit-ted
one-self
op-er-ate
op-po-nent
op-por-tu-ni-ty
op-pose
op-po-site
op-ti-mism
or-di-nance
(law or regulation)
ord-nance
(military supplies)

pam-phlet
par-al-lel
par-cel
par-tial
par-tic-u-lar
pas-teur-ize
peace-able

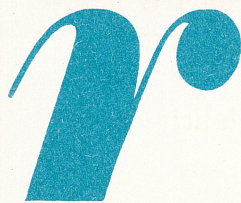
pe-cul-iar
peni-cil-lin
per-ceive
per-form-ance
per-ma-nent
per-mis-si-ble
per-se-ver-ance
per-sist-ent
per-son-ally
per-son-nel
per-suade
Phil-ip-pine
phi-los-o-phy
phy-si-cian
Pitts-burgh (Pa.)
planned

play-wright
pos-ses-sion
prac-ti-cal
prai-rie
pre-cede
pre-ced-ing
pre-cious
pre-fer
pref-er-able
pre-limi-nary
pre-sump-tu-ous
preva-lent
prin-ci-pal
(chief or main)
prin-ci-ple
(rule or method)
privi-lege

prob-a-bly
pro-ce-dure
pro-ceed
pro-fes-sion
pro-fes-sor
promi-nent
prom-is-sory
pro-nun-ci-a-tion
pro-pel-ler
proph-e-cy
(noun, prediction)
proph-e-sy
(verb, to predict)
psy-chol-ogy
pub-licly
pur-sue
pur-su-ing



quan-tity
ques-tion-naire



re-al-ize
re-ceipt
re-ceive
re-cipi-ent
rec-om-mend
rec-om-men-da-tion
rec-on-cile
re-cur-rence
ref-er-ence
re-ferred
rele-vant
re-lief
re-lieve
rem-i-nisce
re-nown
re-pel-lent
rep-e-ti-tion
re-plies

res-tau-rant
re-veal
rhu-barb
rhyme
rhythm
ri-dicu-lous
ro-tary



safety
sal-able
scho-las-tic

scis-sors
sec-re-tary
seize
sen-si-ble
sepa-rate
se-rial
shep-herd
ship-ment
siege
sig-nif-i-cance
simi-lar
si-mul-ta-ne-ous
since
siz-able
skep-ti-cal
sneak
sou-ve-nir

sov-er-eign
spe-cifi-cally
speech
split-ting
sta-tion-ary (fixed)
sta-tion-ery (paper)
sta-tis-tics
strength
strictly
sub-sidy
sub-stan-tial
suc-ceed
suc-cess
suc-ces-sor
suf-fi-cient
sum-ma-ry

su-ing
su-per-in-tend-ent
super-sede
sur-geon
sur-prise
sur-vey
sus-cep-ti-ble
sus-pi-cious
sym-bol



tai-lor
tan-gi-ble
tar-iff
tech-ni-cal
tech-nique
tele-vise
tele-vi-sion
tem-per-a-ment
tem-po-rary
ten-ant
tend-ency
ter-ri-ble
ter-ri-tory
their (possessive)
theory
there-fore

too (also)
trans-ferred
tri-umph
tying
tyr-anny



u-nan-i-mous
un-doubt-edly
unique
un-u-su-al

us-able
use-ful
us-ing



vac-ci-nate
vac-uum (preferable
not to syllabicate)
var-ies
vege-ta-ble
visi-ble

visi-tor
vi-ta-min
vol-ume



waiver
war-ranty
weather
Wednes-day
wel-fare
whether



X ray (noun)
X-ray (adj. and verb)
xy-lo-phone

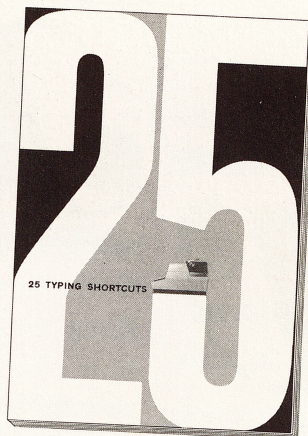


yacht
yes-ter-day
yield
young-ster
you're (contraction)
youth



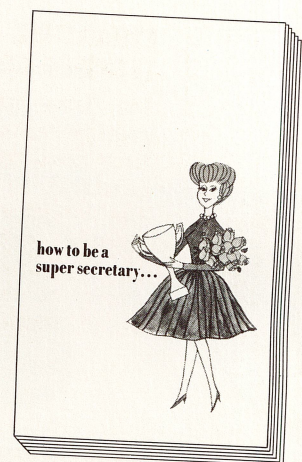
zeal-ous
ze-nith
zephyr
zo-ol-ogy

FREE!
other
Remington Rand
booklets
sure to
be helpful
to you



"25 TYPING SHORTCUTS"

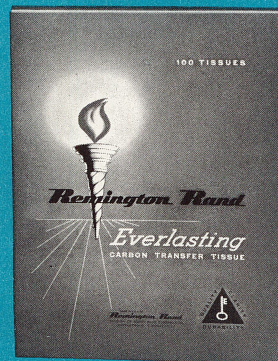
The shortcuts to easier typing presented in this 16-page booklet have been drawn from the experiences of many successful typists. The accent is on electric typing. As up-to-date as next week, these shortcuts will save you hours and hours of valuable time.



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Here's an amusing booklet containing 20 pages of excellent advice for you. Gives you all the important "dos" and "don'ts" that help make an A-1 secretary. The drawings are light and charming, but very much to the point. This book will make your future brighter.

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Here are just a few of them:**



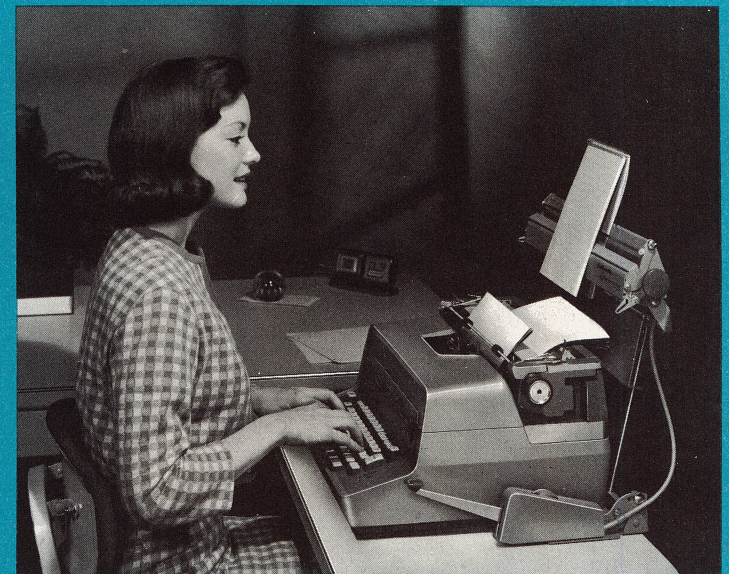
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TRANSFER TISSUES—**

They leave ordinary carbon paper far behind...last almost three times longer than conventional carbon sheets! They're made of an especially absorbent material that actually re-inks itself. Result: your copies are always uniformly shaded, handsomely readable.



**BEAUTYRITE®
TYPEWRITER RIBBON—**

Made of one of the most durable of synthetic fibers—nylon. But this is BAN-LON* crimped-weave nylon, and it absorbs a maximum quantity of ink. You get a ribbon that lasts much, much longer, yet holds its dark writing characteristics almost up to the finish line.



FOLDAMATIC LINE-A-TIME® COPYHOLDER

Exclusive with Remington! It holds your copy book right on a level with your eyes, directly over the typewriter. An up-front hand lever lets you raise copy, line by line, into reading position. You never lose your place . . . save yourself all the aches and pains of neck-craning.

Remington Rand OFFICE MACHINES
DIVISION OF SPERRY RAND CORPORATION

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